

AGENDA ITEM NO. 6-C

MONTEREY PENINSULA REGIONAL PARK DISTRICT BOARD REPORT

DATE: April 1, 2026
TO: Board of Directors
FROM: Jake Smith, Planning & Conservation Program Manager
REVIEWED BY: Eric Morgan, General Manager *E. S. Morgan*
SUBJECT: Approval To Amend Contract with Denise Duffy and Associates for On-Call Environmental Planning and Management Services

SUMMARY

Staff request that the Board authorize and direct the Interim General Manager to amend MPRPD's agreement with Denise Duffy and Associates, LLC (DD&A), for on-call environmental planning and management services.

FISCAL IMPACT

\$160,000 of additional on-call environmental planning and management services.

FUNDING SOURCE

Funding is expected to be drawn from the following accounts:

- Planning & Conservation Services
- Community Facilities District Services

FUNDING BALANCE

Varies by account and fiscal year.

DISCUSSION

Background

Denise Duffy & Associates (DD&A) was prequalified in November 2023 through a competitive Request for Qualifications (RFQ) process. As part of their qualifications, DD&A also included subconsultants Design Workshop, Balance Hydrologics, and Whitson Engineers, forming a team to provide a comprehensive suite of on-call environmental planning and management services to MPRPD.

In May 2024, MPRPD entered into a not-to-exceed \$40,000 contract with DD&A for on-call services that was subsequently amended with Board approval in August 2024 to increase the not-to-exceed amount by an additional \$160,000 to \$200,000 and later amended in June 2025 to extend the term of the Agreement (**ATTACHMENT 1**). Since then, DD&A has supported multiple projects, including:

- Frog Pond Wetland Preserve – Mowing Biological Monitoring
- EECO Mobile Office – Grading and Installation Biological Monitoring
- Rancho Cañada Ventures Property – Real Property Due Diligence and Mitigation Planning
- Locke Paddon Wetland Community Park – Cypress Tree Arborist Assessment
- Garland Ranch Regional Park– East Garzas Shaded Fuel Break Biological Surveys and Construction Oversight
- Garland Ranch Regional Park– Eucalyptus Removal Permitting and Temporary Stream Crossing Assessment
- Palo Corona Regional Park– Front Ranch Road Stabilization Assessment
- Palo Corona Safe Harbor Agreement – Audit, Workplan Development, and Compliance Monitoring and Reporting
- Garland Ranch Regional Park – Dampierre Parking Lot Repair Project Permitting
- Palo Corona Regional Park – Mowing and Cross-Country Event Biological Monitoring
- Joyce Stevens Monterey Pine Preserve- USFWS Mitigation Floristic Survey Planning
- Palo Corona Regional Park – USFWS Safe Harbor Agreement Monitoring and Compliance Reporting
- San Clemente Open Space Preserve – Storm Damage Repair Permit Compliance and Reporting
- San Clemente Open Space Preserve – RCDMC Shade Fuel Break Biological Surveys
- Garland Ranch Regional Park – RCDMC Shade Fuel Break Biological Surveys
- Garland Ranch Regional Park – Defensible Space Fuel Reduction Project Biological Surveys
- Palo Corona Regional Park– Rancho Cañada Floodplain Restoration Project Drone Surveys

RECOMMENDED ACTION

With only \$19,000 remaining in the current agreement, staff anticipate these funds will be fully exhausted within the next 2–4 weeks as the intensive summer field season begins and staff expand the scope and complexity of projects delivered by the Planning & Conservation Division. Given DD&A's highly effective performance and deep alignment with District goals, staff recommend an increase of \$160,000 to ensure uninterrupted support for critical Board-approved projects and operations. This amendment proactively secures the technical expertise necessary for upcoming seasonal compliance and habitat

restoration initiatives without the project delays and additional staff time spent on an unnecessary separate procurement process.

Staff respectfully recommend that the Board:

1. Authorize and direct the General Manager to execute the amendment to the agreement with DD&A (**ATTACHMENT 2**), increasing the Not-to-Exceed amount by \$160,000 for a new total contract amount of \$360,000, substantially as to form.

ATTACHMENTS

1. [Amended DD&A Contract 202425-500-03](#)
2. [Draft DD&A Contract Amendment 3](#)